

Planning a community event



Length
55-60 minutes

About this lesson

Students will take part in a class discussion about the different components and strategies involved in planning an event for their school community. They will then work as a team to create a plan for a Career Fair based on an assigned Xello Career Cluster and will create an outline in **Portfolios** that details their plan.

Objectives

By the end of this lesson, students will:

- Show their understanding of how to manage programs and events
- Demonstrate their ability to work as a team to plan a school event by creating a **Portfolio** in Xello

Inquiry prompts

- What does my school community need and how can I help?
- What do I need in order to plan a large event for my school community?

Before you begin

1. Ensure that you are able to log into your student demo account in Xello and access **Portfolios** from the student dashboard. Click **See sample portfolios** to get inspired, or check out the **Building your preparation for life & work** career portfolio lesson plan.
2. Familiarize yourself with the **Career Clusters** in **Explore Careers**. You will be assigning career clusters to student teams, so it may be useful to plan ahead to ensure that students aren't assigned the same cluster.
3. Ensure that students are able to log into their accounts and access **Portfolios**.
4. Decide whether to take discussion/brainstorming notes with your class via a slide deck and project for students to view, or on a whiteboard in the physical classroom.

Teaching strategies

- 1 Show students the Family and consumer sciences and your future success video. When the video is over, ask students to give two examples of how preparation for life & work can teach students how to help others.
- 2 Remind students that one standard of preparation for life & work is to learn to manage programs and events. Ask the class to consider what skills they would use while planning an event for the school. What do you need in order to plan an event at a large scale? Some examples below to prompt student discussion:
 - Purpose
 - People
 - Money/budget



Xello entry point

Students should have some familiarity with **Portfolios** before beginning this lesson. It's also recommended that students complete the first phase of **Matchmaker** prior to beginning this activity.

Materials required

- Computers or tablets with Internet access
- Whiteboard and whiteboard markers (optional)

Outcomes

- Student **Portfolios** detailing Career Fair plans

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- 3 Tell students that they will be planning a Career Fair. Students will work in groups, and each group will be given a budget of \$100 to plan their Career Fair incorporating one of Xello's **Career Clusters**. In your student demo account, model accessing **Careers** under **Explore Options**, then click **More filters** and scroll down to select **Career Clusters**. Click **Show more clusters** to show all clusters, then click on one and scroll through the careers filtered by that cluster.
- 4 Discuss with the class, taking notes where students can see them by using a whiteboard or a projector, the different components of planning and managing a program or event. Consider the following:
 - Purpose: What school objective is being addressed, and how can a career fair help?
 - Objective: How will you know when you've reached your goal?
 - Theme: How will you incorporate your assigned career cluster? Will you limit careers to those in your cluster, or will you involve related careers?
 - Timeline and any project milestones
 - Participants and recruitment: Which professionals/careers would you like to recruit for the event? How do they best exemplify your assigned career cluster?
 - Leadership: Who is making which decisions? What roles will all group members play?
 - Funding/resources: What will you need other than your \$100? What happens if you go over budget? Are there any local businesses or organizations you can reach out to?
 - How will you oversee a successful execution of the fair on the day of?
- 5 Have students work in partners or teams, and assign each team one of Xello's **Career Clusters**. Give students 10 minutes to create a framework for a plan, incorporating the components from the above step.
- 6 Next, in their teams, students will create a **Portfolio** for their plan. One student should create the portfolio in his or her account, and will build it with help from the rest of the team (make sure to include all team members' names on the portfolio!) Tell students that they have 30 minutes to work on their portfolios. Portfolios should include the following:
 - Careers of the professionals they'd like to recruit for the event
 - List of local businesses/organizations for their list of careers
 - Format/Activities (what will participants/attendees do and will they interact with guests/educators/each other?)
 - Responsibilities for each team member (How will each team member contribute to the planning and event day of?)
 - Budget breakdown (how will they use their \$100?)
 - Project Milestones and Timeline

Tip: To show students examples of portfolios, from their dashboard in Xello, have them click **Portfolios**, then **See sample portfolios**.

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- 7 Once 30 minutes are up, come together again as a class. Discuss the following as a class:
 - What did you learn about managing a program or event as a team? Did anything surprise you?
 - What else would you need if you were really going to execute this Career Fair? Could you see yourself actually doing this in the future?
- 8 Follow-up for educators:
 - [View student portfolios](#) on the student's profile page, in the **About Student** tab.